

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: April 28, 2014
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, Valerie Wright and James Vander Roest

Absent: None

CALL TO ORDER:

President TenBrink called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS
None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD
No one addressed the Board.

III. CONSENT CALENDAR
A. Minutes of the Board Meeting of March 24, 2014
B. Personnel Items (none)

The minutes from the March 24, 2014 Board Meeting were accepted.

IV. FINANCIAL REPORTS
A. Financial Reports for the Month Ending March 31, 2014

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending March 31, 2014.

Discussion: Director Rohrbaugh said the financial reports were typical of being three quarters of the way through the year. B. Caple asked Treasurer J. Vander Roest if there was anything of note. J. Vander Roest and D. Schiller both said there was not.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MARCH 31, 2014.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Flexible Spending Plan Agreement

Recommendation: Director Rohrbaugh recommended the Board approve a revision to Kalamazoo Public Library's Flexible Spending Account Plan Agreement with Arcadia Benefits Group effective June 1, 2014.

Executive Summary: Recent revisions to federal regulations have prompted several amendments to the FSA plan. The amendments allow for the rollover of \$500 in Health FSA amounts, allow an additional 2 ½ months grace period for reimbursable dependent care expenses and update the definition of spouse.

Discussion: Director Rohrbaugh said this recommendation was basically housekeeping to comply with changes in regulations to the library's Flexible Spending Agreement. She said the specific language was attached to the recommendation.

MOTION: J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE A REVISION TO KALAMAZOO PUBLIC LIBRARY'S FLEXIBLE SPENDING ACCOUNT PLAN AGREEMENT WITH ARCADIA BENEFITS GROUP EFFECTIVE JUNE 1, 2014.

MOTION CARRIED 7-0.

B. Audit Firm

Recommendation: Director Rohrbaugh recommended the Board approve Rehmann to conduct the library's annual audit for a five-year term beginning with the fiscal year ending June 30, 2014.

Executive Summary: All five CPA firms solicited for bids to audit KPL responded. They were BDO, Plante Moran, Rehmann, Seber Tans, and Siegfried Crandall. The five firms were selected for their experience performing audits on similar Kalamazoo County units of government.

The experience levels and active audits of governmental entities vary among the firms. Both Plante Moran and Rehmann audit several district libraries. Rehmann audits multiple similar governmental units and specifically referenced Spring Lake District Library, Herrick District Library, and Portage District Library. In addition to KPL, Plante Moran has audited eighteen public libraries including Canton Public Library, Northville District Library, and Willard Public Library. BDO currently audits the DDA of Kalamazoo, Vicksburg, and Kalamazoo County and mentions 20 other governmental units in West Michigan. Siegfried Crandall audits Paw Paw District Library, Berrien Springs District Library and a long list of townships within Kalamazoo County and greater southwest Michigan. Seber Tans audits several sewer and water districts in Kalamazoo County and the Village of Lawrence, the Climax-Scotts Community Schools, and the Township of Porter in Van Buren County.

Price quotes from the firms were as follows:

Firm	2014	2015	2016	2017	2018
Seber Tans	\$12,000	\$12,250	\$12,500	\$12,750	\$13,000
Siegfried	\$13,800	\$14,000	\$14,200	\$14,400	\$14,400
BDO	\$13,500	\$13,750	\$14,000	\$14,500	\$14,750
Rehmann	\$12,500	\$12,900	\$13,300	\$13,700	\$14,100
Plante Moran	\$17,400	\$17,900	\$18,400	\$18,900	\$19,400

Rehmann was selected as the recommended firm on the basis of their involvement in governmental organizations, experience with similar library engagements, and competitive price. Rehmann's field office proposed to conduct KPL's audit would be Grand Rapids since they do not have a physical presence in Kalamazoo on a permanent basis. It was felt that with paperless audits and electronic transmission of information, the need for physical proximity of the firm was not as important as it once might have been and that the firm's services and depth of staff experience were more important.

Discussion: Director Rohrbaugh said this recommendation followed months of work but would likely not take long to pass at this meeting. J. Vander Roest said the RFP was sent to all the auditors in the area with expertise. He and D. Schiller were convinced each company could do the work though some groups had greater library experience than others. The library was somewhat hesitant at first to choose Rehmann because they do not have a local office, however, they have worked very well with Portage District Library. He said the library had been happy with Plante and Moran however they were an outlier when it came to expense and, though they were impressed with Seber Tans quote, they had much less library experience. Library staff recommended commencing with Rehmann and the Budget and Finance Committee supported this decision. L. Godfrey said it was good practice to periodically move to a different firm for the annual audit. J. Vander Roest agreed it was and said this change would also save the library money.

V. Wright said she appreciated the comments from J. Vander Roest and background explanation of why the library decided to move forward with Rehmann. B. Caple asked if this was a contractual price. J. Vander Roest confirmed it was and was a price for the audit only. B. Caple asked if the library could terminate before the end of the five years. J. Vander Roest said the library could but would lose the price mentioned above. He reminded the Board that the audit firm worked for the Board.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE REHMANN TO CONDUCT THE LIBRARY'S ANNUAL AUDIT FOR A FIVE-YEAR TERM BEGINNING WITH FISCAL YEAR ENDING JUNE 30, 2014.

MOTION CARRIED 7-0.

REPORTS:

C. Third Quarter Strategic Planning Statistics

Report: Director Rohrbaugh said the library was on track with its Strategic Plan statistics. She highlighted a few saying the Digital Lab objectives remained at zero because the lab had not opened yet. Programming attendance was high especially considering the harsh winter and the results of the adult survey were attached.

Discussion: J. Vander Roest asked about objective 1.5 saying he assumed it was low because Party in the Park had not happened. Director Rohrbaugh said both 1.2 and 1.5 would see huge increases following Party in the Park. J. Vander Roest asked if there was ever a rain date for Party in the Park. Director Rohrbaugh said there was not and the event was too large to move inside the library. President TenBrink said considering the harsh winter weather, program attendance was very strong. Director Rohrbaugh agreed and commented that Reading Together had been very strong this year as well. V. Wright said it was nice to see such strong teen and tween numbers. S. Warner said the video game wall had likely helped those numbers grow.

Disposition: Trustees thanked Director Rohrbaugh for the report.

D. ONEplace at KPL Update – Thom Andrews

Report: Director Rohrbaugh told Board members T. Andrews had done the same report for staff at a recent staff meeting and she thought it would be interesting for the Board to hear as well. T. Andrews started by saying ONEplace had recently turned five. He talked about the kick-off event five years ago, showing pictures of the space on the second floor as it was at that time, then explained the space changes with the recent renovations. T. Andrews shared historical data on programs and website use and explained how the staff of ONEplace were better utilizing the website. He highlighted new services and initiatives such as ONEpages and the LinkedIn group, and talked about a new focus on Board training. He ended the report by talking about some of the new things ONEplace hoped to focus on in upcoming years.

Discussion: B. Caple asked if patrons must register online before they are able to access pages online. T. Andrews said registration was not required for the information online but had online registration for programs. L. Godfrey asked about the Employment Opportunities page on the website. T. Andrews said this was the most visited page on KPL's website. He said the page was so popular, ONEplace was using space to advertise their programs and services. F. Brown asked if staff at ONEplace had been able to track the long-term development of non-profits who were utilizing their resources. T. Andrews said it would be great to be able to track this. He explained that ONEplace does track which organizations are attending programs, and surveys each individual who attends programs or receives direct assistance to track the effectiveness of the services offered.

F. Brown said he has noticed many nonprofits using video to share stories of how they have assisted people or groups and asked if ONEplace considered advertising in this way. T. Andrews said ONEplace collects participant comments through paper surveys but not through video. These comments accompany grant requests. L. Godfrey suggested Public Media Network may be able to offer classes on making videos. T. Andrews said he would like to reach out and work with Public Media Network in the future. Director Rohrbaugh said this was a unique service the library could be very proud of. The local foundations have shared with the library they are receiving better grant applications as a result of the assistance ONEplace has been offering to local nonprofit organizations.

Disposition: Trustees thanked T. Andrews for his report.

E. Legislative Report – Diane Schiller

Report: D. Schiller said most of the activity in the legislature was currently focused on budgets. One piece of legislation which effected libraries was a recently introduced amendment to the

District Library Establishment Act. The amendment would ensure a district library could stay afloat if one of its entities was dissolved. D. Schiller said she would have more information on this amendment as it starts being discussed in the legislature.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. Vander Roest said the committee had met to review the responses from the RFP for the Audit.
- B. *Personnel Committee*—B. Caple said the Personnel Committee would be meeting twice in the upcoming month but had not met in April.
- C. *Fund Development and Allocations Committee*—no meeting.
- D. *Director's Building Advisory Committee*—no meeting.

VII. OTHER BUSINESS

A. *Director's Report*

Report: Director Rohrbaugh drew attention to the upcoming community forum at the Douglass Community Association on May 15th. She drew attention to the busy day the library would be having on April 30th with a visit from Family Place Libraries. She said some trustees would be attending a luncheon with the representatives from Family Place Libraries while other trustees and staff would be attending the Friend's Annual Luncheon at the Ladies Library Association. Lastly, she said the library had a very successful spring break with strong program attendance all week.

Discussion: B. Caple asked when the Global Reading Challenge finale would begin later that evening. Director Rohrbaugh said it would begin at 7:00. Director Rohrbaugh reminded trustees of The Hub tour they would have between the Board Meeting and the Global Reading Challenge. She said the room had been introduced to the participants of the Genealogy Lock-In recently who were very enthusiastic about its services. She said the library was heavily involved in staff training and would begin being open limited hours in May with a grand opening later in the month. L. Godfrey said the facilities and capabilities of The Hub were great. She said Charter would be moving to a completely digital format in June and The Hub was a place people could come to digitize their old tapes. She said this space would be especially valuable to teens and genealogists. F. Brown asked for more information about item twenty six. Director Rohrbaugh said this item meant the library was ready for summer weather.

Disposition: Trustees thanked Director Rohrbaugh for her report.

B. *Exercise and Discussion about the Library's Purpose Statement, Vision, and Core Values*

Director Rohrbaugh said the current mission, vision and core values were adopted in 2007, well before the Strategic Plan. She explained T. Andrews had twice worked with MTeam and was now meeting with each department and the Board to receive input on the current draft. She said she hoped to return to the June Board meeting with a recommendation to approve the new purpose, vision, and core values.

T. Andrews said the purpose, vision and core values would be looked at individually and as a whole. He said this was more of an internal document than a marketing program. He explained what the three statements should embody and distributed a draft for Board members to read.

L. Godfrey raised concern that the core values did not seem to talk about internal workplace values. V. Wright agreed that these should not exclude staff. B. Caple said he thought the core values were all inclusive and questioned whether this distinction needed to be made between patrons and staff. L. Godfrey said she thought this distinction needed to be made for later down the road when the library had new employees that may not have been involved in this conversation. F. Brown thought the core values were lacking saying they did not include anything about the number of diverse services the library provided.

L. Godfrey commented that the vision did not talk about the library. V. Wright read the Susan G. Komen vision statement saying it was very broad and bold. J. Vander Roest said he didn't like the concept of the community being distinguished by curiosity. In the ideal community, he thought the community's curiosity should be satisfied by the library. L. Godfrey read the library's current vision statement. J. Vander Roest thought the current statement was less passive and better captured the vision of the library.

R. Brown said he understood F. Brown's comment about the library being a resource saying he thought this should fall under the library's purpose. L. Godfrey said she liked this purpose statement much better than the old one. V. Wright said it was active. F. Brown thought it wasn't active from the library's perspective saying the library engages with the community. J. Vander Roest suggested the word "place" be changed to "resource".

V. Wright asked if the order of the core values mattered. T. Andrews said people generally consider the core values as a whole. V. Wright said the values should help staff in the decision making processes. L. Godfrey said she wanted the core values to be more action oriented adding that one the library's strengths is our collaborations with many other organizations. F. Brown said the library was adaptive, progressive and growing as a result of keeping its eye on the future. L. Godfrey said the library should avoid jargon in this document.

T. Andrews closed saying he and Director Rohrbaugh would be meeting with more staff groups in the coming weeks gathering further input. B. Caple asked how this document would next come to the Board. Ann said she may be able to give a status report and share a new draft at the May Board meeting. L. Godfrey said she would like to see further drafts. Director Rohrbaugh said there was more support for the words in this document at the department level than there had been with the Board.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright said the Reading Together format this year had been great and she heard a lot of chatter after Novella Carpenter's visit. She had received positive feedback about this year's events and thought it was great how many people were engaged in this year's program.

- B. Caple said it was very impressive the number of organizations that collaborated this year. Reading Together was truly community wide, the whole purpose of the program, and it had a fabulous result.
- L. Godfrey gave a brief update on the Citizen's Committee saying mailings had gone out to absentee voters and regular voters. Volunteers would be walking through neighborhoods and running phone banks in the coming week. She said the committee was happy to be near Election Day and encouraged meeting attendees to vote.

L. Godfrey ended by saying she was sorry she wouldn't be able to attend the Friend's Annual Luncheon. B. Caple asked why the event was being held at noon on a weekday this year. J. Snell, Board liaison to the Friends, answered saying the Friends hoped more library employees may be able to attend this year.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:22 P.M.

X

Robert Brown
Secretary